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KEVIN HUFFMAN
COMMISSIONER

MEMORANDUM

TO: CTE Directors

FROM: Danielle Mezera, Assistant Commissioner, Career and Technical Education

DATE: June 11, 2012

SUBJECT: State Policy Changes Regarding Utilization of Carl Perkins IV Funds

Based upon discussions with Local Education Agencies, we are changing our state policies relative to the allowable use of Carl Perkins IV funds. As we adjust our policies it is important to remember the issue of supplanting. Whenever an eligible recipient uses federal funds to pay for the same activity that it used non-federal funds the prior year, it will raise a presumption of unlawful supplanting. Therefore, as we adjust our policies, please keep this definition in mind.

Career and Technical Service Organizations (CTSOs)

- Although it is encouraged that CTSOs participate in regional, state, or national competitions and/or conferences, it is not required to receive funds. The requirement is improved and/or impacted student performance. These changes are to encourage increased student participation in competitions for the purpose of supporting the curriculum.
- Carl Perkins IV funds can be used to pay for travel of CTE related organizations such as the Virtual Enterprise International Program; however, the expenditures must fall within the 20% cap on the total amount of Carl Perkins IV funds.
- We have modified the Quality Program Indicators (QPI), Indicator 9, to reflect the changes above. Attached is the revised QPI Documentation Checklist.

Student and Teacher Certifications

- Carl Perkins IV funds can be used to cover the cost of student certifications.
- Carl Perkins IV funds can be used to cover the cost of teacher certifications as it relates to the certification of students if the teacher certification is not already required by the State.
 - For example, Carl Perkins IV funds cannot be used for teacher certification for advancement of a teaching license.

Consumables

- When purchasing new equipment with Carl Perkins IV funds, consumables associated with the purchase of that equipment can be purchased to ensure full utilization of new equipment.

- Subsequent purchases of consumables may be allowed in rare incidences if these purchases will increase student success and for school systems with limited resources of no more than \$25,000 in total annual allocations.
 - Systems meeting these requirements must submit a request stating the specific consumables and purchase amount to the Regional Field Service Consultant for approval.

Substitute Teachers

- Carl Perkins IV funds can be used to provide for Substitute Teachers only when they are needed for CTE specific teacher professional development.
- Carl Perkins IV funds cannot be used to pay substitute teachers for CTSO related activities.

Textbooks and Resource Materials

- Carl Perkins IV funds cannot be used to purchase hard copy textbooks.
- Carl Perkins IV funds can be used to purchase Electronic versions of textbooks.
- Carl Perkins IV funds can be used to purchase resource materials if they are directly related to student success.
 - The purchase of resource materials is limited to one classroom set.

Teacher Salaries

- Carl Perkins IV funds can be used for teacher salaries (Line item 71300-116) for new programs and new teachers with a phase out over three years (100% year one, 50% year two and 25% year three.)